

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:

1520 (935.DG) P

April 11, 2005

EMAIL TRANSMISSION – 4/12/2005

Information Bulletin No. MT-2005-039

To: State Office Management Team

From: State Director

Subject: Designation of Custodial Property Officers

Changes in staff positions have made it necessary to update the Custodial Officer designations for personal property. The following personnel are being designated as Custodial Officers for the State Office personal property assigned to their branches.

MT-910	Jerry Meredith	MT-925	Phillip Gill
MT-912	Don Smurthwaite	MT-926	Tom Deiling
MT-920	Howard Lemm	MT-930	Sandy Berain
MT-921	Randy Heuscher	MT-931	Greg Bergum
MT-922	Chun Wong	MT-932	Robin Stoebe
MT-922A	Donato Judice	MT-933	Diane Friez
MT-923	Theresa Hanley	MT-934	Debbie DeBock
MT-924	Cindy Staszak	MT-935	Joyce Norris
WO-120H	Bart Fitzgerald		

A Custodial Officer is defined as the "...local operating official responsible for ensuring individuals within their area of responsibility acquire, maintain and properly use property needed to perform their duties and identify unneeded property for disposal." Custodial Officers are normally supervisors, are appointed by the Accountable Officer, and are identified in the Fixed Asset (FA) System as "custodial officers." (See BLM Manual 1520, Personal Property Management, .04 Responsibility [Attachment 1].)

If you have any questions, please contact Dotti Green, Property Management Specialist, at 406-896-5199.

Signed by: Martin C. Ott

Authenticated by: Jennifer C. McKinley, (MT-935)

1 Attachment

1-BLM Manual 1520, Personal Property Management, .04 Responsibility (1 p)

cc:

Custodial Officers

.04 Responsibility

B. Custodial Officers. The local operating officials responsible for ensuring individuals within their area of responsibility acquire, maintain, and properly use property needed to perform their duties and identify unneeded property for disposal. Custodial officers are normally supervisors, are appointed by the accountable officer, and are identified in Fixed Assets (FA) as "custodial officers." They are responsible for:

1. Ensuring employees under their jurisdiction are aware of their personal property management responsibilities. This includes ensuring employees receive training before using government equipment (i.e., employees must receive special training before operating heavy equipment or special-use vehicles) and that they have valid state licenses before operation of heavy equipment or special-use vehicles.

2. Ensuring purchase card transactions of personal property that must be entered into Fixed Assets are reported to administrative personnel who are responsible for entering the data.

3. Ensuring that all personal property is used for official purposes only.

4. Ensuring that all instances of loss, damage, or theft are immediately documented and reported to the business manager.

5. Ensuring that bureau inventory requirements are met.